

**UNITED STATES
BANKRUPTCY COURT
SOUTHERN DISTRICT OF NEW YORK**

**CAREER OPPORTUNITY
COURTROOM DEPUTY (CCR)
TO JUDGE CECELIA G. MORRIS
September 21, 2004**

COURTROOM DEPUTY

THE POSITION

The Clerk's Office of the United States Bankruptcy Court for the Southern District of New York is now accepting applications for the position of **Courtroom Deputy**. As a member of a chambers team, the Courtroom Deputy functions in an administrative capacity, manages a judge's caseload, and provides courtroom assistance.

The Courtroom Deputy attends court sessions and assists with the orderly flow of proceedings and the operation of the court's Electronic Case File (ECF) system; takes notes of proceedings and rulings, prepares notices and drafts judgments for the judge's approval. The incumbent manages a judge's caseload by calendaring and regulating case movement; monitoring the filing of pertinent documents and timely responses to judicial orders; and setting dates and times for hearings, trials and conferences. The Courtroom Deputy keeps the judge and immediate staff informed of case progress; makes summary entries of orders and judgments on the court's electronic case file system and ensures that all automated entries are appropriately linked for proper case management.

The Courtroom Deputy also acts as liaison with the bar, staffs of other governmental agencies and the judge to ensure that cases proceed smoothly and efficiently and serves as a primary source of information regarding court proceedings and schedules.

QUALIFICATIONS

Minimum Qualifications: To be eligible for appointment at the entrance level, a candidate must possess a minimum of 3 years of progressively responsible clerical or administrative experience demonstrating:

- ! The regular and recurring application of clerical procedures;
- ! The routine use of specialized terminology and the ability to apply a body of rules, regulations, directives or laws; and
- ! Expertise with current computer software and skill in its use to enhance the overall effectiveness and productivity.

Such experience is most often encountered in law firms, offices of legal counsel, or municipal, state, and federal courts.

Completion of the requirements for a bachelor's degree from an accredited college or university may be substituted for 2 years of experience.

Candidates must also demonstrate:

- ! Experience in dealing with routine and complex assignments and a demonstrated ability to think through, analyze, and interpret written communications, together with skill in prioritizing tasks and work assignments;
- ! An ability to apply a body of rules, regulations and policies;
- ! Superior oral and written communications skills;
- ! Strong inter-personal skills; and
- ! A professional demeanor and appearance appropriate for a law or professional office environment.

SALARY RANGE

Starting salary, depending upon the qualifications of the successful candidate, will range between \$38,329 and \$62,308 (CL 26) with an annual salary potential of \$42,114 and \$68,453 (CL 27).

HOW TO APPLY

This position will remain open until October 22, 2004 or until filled. Qualified candidates are invited to submit two copies of a cover letter and resume.

Kathleen Farrell-Willoughby, Clerk of Court

United States Bankruptcy Court
Southern District of New York
Department SBW
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New York, NY 10004-1408

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